

Job Description

Job Title	Finance Officer
Department	Finance
Salary Scale and Details	Band E (Salary points 15 to 18)
Main Purpose	To provide finance administration and support within the finance team for the income section: bank and cash reconciliations, raising sales invoices, active credit control, internal recharging and making use of College banking systems to make payments to suppliers.
Line Manager	Finance Manager
Date Job Description Agreed	23 rd November 2017

MAIN DUTIES

To be responsible for:

Main Duties

- a) Using the college accounting software for the timely and accurate completion of finance tasks;
- b) Undertaking general ledger accounting, including coding and posting of monthly accounting entries (e.g. accruals, prepayments and adjustments);
- c) Raising sales invoices to college debtors, monitoring aged debts, issuing debt reminders and following up outstanding debtors in accordance with college terms and conditions in a timely and accurate manner;
- d) Preparing on a weekly basis the bank reconciliation of the college;
- e) Monitoring the cash position of the college to enable the weekly banking deposit transfers to be made;
- f) Assisting colleagues with payment of learner expenses, and assisting with Learner Support Fund queries;
- g) Assisting colleagues with purchasing college supplies and making payment to suppliers where appropriate;
- h) Ensuring the correct coding and posting of all transactions in relation to income and for direct payments made via the bank account;
- i) Making petty cash payments where necessary, ensuring correct authorisation is in place;
- j) Carrying out monthly reconciliation of the petty cash, preparing and posting appropriate journals;
- k) Undertaking month end and year end analysis and supporting the Finance Manager towards the production of monthly management and year end accounts;
- l) Provide support to the Finance Apprentice;
- m) Produce regular reports and analysis for use by budget holders and managers;

n) Ensuring College Financial Regulations are adhered to;

General duties of all staff

o) Safeguarding and promoting the welfare of children, young people and vulnerable adults;

p) Ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;

q) Demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;

r) Assisting in carrying out quality assurance procedures;

s) Attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;

t) Participating in performance management procedures and undertaking staff training;

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification		
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Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSE (or equivalent) including English and Maths. 	<ul style="list-style-type: none"> AAT Level 3
Experience	<ul style="list-style-type: none"> Recent experience within a busy finance office environment. Experience of working in sales ledger and / or credit control, treasury management. Experience in using accounting software packages, as well as Excel and Word. 	<ul style="list-style-type: none"> Experience of large accounting packages such as Agresso Business World.
Skills and abilities	<ul style="list-style-type: none"> To work cooperatively and effectively with minimum supervision, using own initiative. To prioritise and organise own workload effectively, completing tasks in a timely manner. Ensure accuracy in tasks carried out. To perform effectively under pressure. To develop good working relationships with both staff and students. Ability to communicate clearly and effectively at all levels within the college and with external business partners. 	
Knowledge and understanding	<ul style="list-style-type: none"> Understanding the importance of confidentiality and secure record keeping when dealing with financial transactions. 	<ul style="list-style-type: none"> Knowledge of the Educational Sector.
Personal qualities	<ul style="list-style-type: none"> Self motivated with a commitment to high quality, accurate and timely work. Good judgement, honesty and integrity. Readiness to work flexibly in a changing and challenging environment. 	

	<ul style="list-style-type: none">• Commitment to equal opportunities and other mandatory legislation.	
Other requirements		